

21-2 (661) 12

12 APR 1961

Honorable L. C. Arends
House of Representatives
Washington 25, D. C.

Dear Les:

Thank you for your letter of 4 April concerning

[redacted]

[redacted] has written to us about opportunities in secretarial positions and a copy of the letter which our Director of Personnel has sent to her is enclosed. Her record indicates that she is indeed a young woman of intelligence, energy, and charm.

I appreciate your writing to me on her behalf and shall let you know of further developments on her application.

Sincerely,

SIGNED

Allen W. Dulles
Director

Enclosure

Distribution:

- 0 & 1 - Addressee
- 1 - DCI
- 1 - DDCI
- 1 - ER
- 1 - Legis. Counsel
- 1 - Subject's file w/basics
- 1 - D/Pers chrono (w/held)

Rewritten: OD/Pers/ [redacted] blh (10 April 1961)

ORIGINATOR:

[redacted]

STAT

Acting Director of Personnel

CONCUR:

Orig concurred by Mr. Warner
6 Apr 61
Legislative Counsel

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61-2592/d

12 APR 1961

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Thank you for your letter of 31 March to Mr. Dalles expressing your interest in employment with this organization in a secretarial position.

We are enclosing a brochure which will give you general information about our employment requirements and a set of detailed application forms. On the basis of the Form 57 and supplemental data sheet which you enclosed with your letter, we would anticipate an opening in the secretarial field for you following your graduation next June and urge you to complete these forms at your earliest convenience so that our investigation and other processing can be completed by that time.

We are glad to know that your friends have suggested that you apply here. You may be interested in knowing that Representative L. C. Arends has written to Mr. Dalles to express his interest in your application and that we have advised him of its status.

We shall look forward to hearing farther from you soon.

Sincerely,

Signed

E. D. Kehala
Director of Personnel

Enclosures

Distribution:

- 0 - Addressee
- 2 - Cong. Arends
- 1 - DCI
- 1 - DDCI
- 1 - ER
- 1 - Legis Counsel
- 1 - Subject's file (w/basics)

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OD/Pers/ [] :sjc (6 Apr 61)

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|--|--------|
| SENDER WILL CHECK CLASSIFICATION TOP AND | |
| CONFIDENTIAL | SECRET |

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | INITIALS | DATE |
|-------------|---------------------------------------|--------------|----------------|
| 1 | Director of Personnel | | |
| 2 | | | |
| 3 | | | |
| 4 | <i>Note for Record: Info under</i> | | |
| 5 | <i>Remarks passed to Leg. Counsel</i> | | |
| 6 | <i>and 1 C for info per request.</i> | | |
| ACTION | | DIRECT REPLY | PREPARE REPLY |
| APPROVAL | | DISPATCH | RECOMMENDATION |
| COMMENT | | FILE | RETURN |
| CONCURRENCE | | INFORMATION | SIGNATURE |

Remarks:

Mr. Dulles requests that the attached letter be rewritten for his signature deleting any reference to the suggestion that we "expect that we shall find a suitable assignment for her."

Mr. Dulles does not believe we should ever tell anybody this because there too many unknown factors which might make us eat our words.

Att: Ltr to Hon. J. G. [redacted] ends, House of Rep.,
re [redacted] applicant. [redacted]

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Walter Elder - Assistant to Director

4/10/61

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FORM NO. 1 APR 55

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Replaces Form 30-4 which may be used.

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